DOCUMENT RESUME

ED 037 964 EF 004 153

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TITLE Operating Costs of Educational Facilities.
INSTITUTION Wisconsin Univ., Madison. ERIC Clearinghouse on Educational Facilities.
PUB DATE Mar 70
NOTE 58p.

EDRS PRICE EDRS Price MF-$0.50 HC-$3.00
DESCRIPTORS *Annotated Bibliographies, Bibliographies, Costs, *Educational Finance, Insurance Programs, *Operating Expenses, *Property Accounting, *Purchasing, School Accounting, School District Spending

ABSTRACT

The references included were drawn from the documents received and processed to date by the ERIC Clearinghouse on Educational Facilities, and are organized into the following sections--(1) school business, (2) maintenance and operations, (3) insurance programs, (4) property accounting, (5) purchasing, and (6) food service. (FS)

ED037964

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OPERATING COSTS
OF
EDUCATIONAL FACILITIES

EF 004 153

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ED037964

OPERATING COSTS OF

EDUCATIONAL FACILITIES

Prepared By

Norman P. Isler

Subject Area Coordinator

The work presented herein was performed pursuant to a contract with the U.S. Office of Education, Department of Health, Education, and Welfare (OEC-1-7-070883-5095).

ERIC Clearinghouse on Educational Facilities

The University of Wisconsin

Madisoh, Wisconsin

March, 1970

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Accounting
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Economic Factors
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The references contained herein do not represent an exhaustive compilation of publications on the subject. However, many of the documents are not widely circulated, and the bibliography serves to disseminate this information.

Howard E. Wakefield
Director

March, 1970

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Information regarding the procurement of documents cited in this bibliography is provided at the bottom of each page. The documents are obtainable in either of two ways:

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OPERATING COSTS OF EDUCATIONAL FACILITIES

	Pages
School Business	2
Maintenance and Operations	4-25

Cost implications for general maintenance; electrical, mechanical, and heating systems; and flooring are discussed in these references which pertain to both higher and elementary-secondary educational facilities.

Insurance Programs	27-39

Thirteen references to documents which deal with insurance programs for elementary and secondary educational facilities. Included are references dealing with risk management, bidding insurance, insurance packages, and case studies.

Property Accounting	41-45

Guidelines for property accounting in the States of Colorado, Kansas, Montana, and North Carolina.

Purchasing	47-48

Two references to documents - one deals with the purchasing of audio-visual equipment and the other with supplies in general.

Food Service	50-53

Fiscal considerations in school food service operations are dealt with through financial evaluation, accounting procedures, and management techniques.

SCHOOL BUSINESS MANAGEMENT

ERIC/CEF DOCUMENT NO. EF000498 DISPOSITION-CERS 2

SCHOOL BUSINESS (A MANUAL FOR SCHOOL OFFICIALS)

BY- SMITH, RICHARD N.
IOWA STATE DEPARTMENT OF PUBLIC INSTRUCTION, DES MOINES

IN- REVISED EDITION

084 PAGES

DESCRIPTORS- *ADMINISTRATIVE PERSONNEL, *BUILDINGS, *ELECTIONS, *BOND ISSUES, *SCHOOL TAXES, CHIEF ADMINISTRATORS, COMMUNITY SCHOOL DIRECTORS

THIS REPORT IS AN OUTLINE OF BUSINESS PROCEDURES RELATED TO THE MANY FACETS OF EDUCATIONAL PROGRAM OPERATIONS INCLUDING THE FACILITIES AREA. WHILE THE REPORT IS A REVIEW OF THE PROCEDURES FOR THE STATE OF IOWA, IT MAY BE ASSUMED THAT A NUMBER OF THE PROCEDURES ARE GENERALLY APPLICABLE TO SCHOOL OPERATIONS THROUGHOUT THE COUNTRY. FACTORS RELATED TO LOCAL SCHOOL OFFICIALS, SCHOOL ELECTIONS, SCHOOL FUNDS, BUDGETS AND TAX LEVIES, RECORDS, AUDITS AND PUBLICATIONS, PRESENTED FOR HANDLING SCHOOL CENSUS AND PUPIL ACCOUNTING, SCHOOL CONSTRUCTION PROGRAMS -SITE SELECTION AND BOND ELECTIONS, AND THE OVERALL SCHOOL INSURANCE PROGRAM.

Availability:

State Department of Public Instruction
Grimes State Office Building
Des Moines, Iowa 50319

MAINTENANCE AND OPERATIONS

ERIC/CEF DOCUMENT NO. EF002263 ED 27699 DISPOSITION-UFRC 2

MAINTENANCE BUDGETING

BY- SMITH, J. MCCREE
NORTH CAROLINA STATE UNIVERSITY, RALEIGH

PUBLISHED-APR66

012 PAGES

DESCRIPTORS- *BUDGETING, *HIGHER EDUCATION, *MAINTENANCE, *OPERATIONS RESEARCH, *STANDARDS, COST EFFECTIVENESS, MANPOWER UTILIZATION, SCHOOL MAINTENANCE, TASK ANALYSIS, WORK SIMPLIFICATION

THREE METHODS FOR THE PREPARATION OF MAINTENANCE BUDGETS ARE DISCUSSED--(1) A TRADITIONAL METHOD, INCONCLUSIVE AND OBSOLETE, BASED ON GROSS SQUARE FOOTAGE, (2) THE FORMULA APPROACH METHOD BASED ON BUILDING CLASSIFICATION (WOOD-FRAME, MASONRY-WOOD, MASONRY-CONCRETE) WITH MAINTENANCE COST FACTORS FOR EACH TYPE PLUS CUSTODIAL SERVICE RATES BY TYPE OF AREA SERVICES (SQUARE FOOTAGE SERVICED, SALARY, MATERIALS), AND (3) THE SYSTEM OF STANDARDS FOR WORK LOADING METHOD BASED ON MINIMUM, MEDIAN, AND IDEAL STANDARDS FOR EACH CUSTODIAL JOB. EXHIBITS IN THE ARTICLE GIVE APPLICATIONS OF WORKLOAD STANDARDS IN HOUSEKEEPING AND A STATISTICAL ANALYSIS OF THE PHYSICAL PLANT SHOPS MAINTENANCE BUDGETS. (HH)

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ERIC/CEF DOCUMENT NO. EF002255 ED 25913 DISPOSITION-UFRC 1

A GOOD UNIVERSITY PHYSICAL PLANT ORGANIZATION AND WHAT MAKES IT CLICK

BY- FIFIELD, M.F.
NEW MEXICO UNIV., ALBUQUERQUE

PUBLISHED-JUL66

023 PAGES

DESCRIPTORS- *ADMINISTRATIVE ORGANIZATION, *ADMINISTRATOR GUIDES, *BUDGETING, *LEADERSHIP RESPONSIBILITY, *ORGANIZATION, ADMINISTRATIVE PERSONNEL, ADMINISTRATOR RESPONSIBILITY, JOB TRAINING, LEADERSHIP QUALITIES, SAFETY

THE ORGANIZATION AND ADMINISTRATION OF A UNIVERSITY OR COLLEGE PHYSICAL PLANT DEPARTMENT IS DEALT WITH SPECIFICALLY. THE FOLLOWING ASPECTS OF A GOOD PHYSICAL PLANT DEPARTMENT ARE DISCUSSED--(1)LEADERSHIP,(2)ORGANIZATION,(3)COMMUNICATIONS,(4) BUDGETARY SUPPORT, (5)FACILITIES AND EQUIPMENT,(6)SKILL OF PERSONNEL, (7)DESIGN TO SERVE,(8)SAFETY,(9)LOYALTY,(10)RESOURCEFULNESS, (11)TRAINING, AND (12)MORALE. (FS)

Order from EDRS as: ED 25913
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ERIC/CEF DOCUMENT NO. EF002141 DISPOSITION-UFRC 2

COLLECTED NAPPA REGIONAL PAPERS

NATIONAL ASSOCIATION OF PHYSICAL PLANT ADMINISTRATORS OF UNIVERSITIES AND COLLEGES, RICHMOND, INDIANA

PUBLISHED-MAY68

118 PAGES

DESCRIPTORS- *BUDGETING, *COSTS, *MAINTENANCE, *MANAGEMENT-COMPUTER ORIENTED PROGRAMS, ELECTRICAL SYSTEMS, GROUNDSKEEPERS, SALARIES, TURF MANAGEMENT

THE DOCUMENT CONTAINS--(1) COMPUTER APPLICATIONS TO AN INTEGRATED MAINTENANCE MANAGEMENT SYSTEM (EF 002 257), (2) ELEMENTS OF SUCCESSFUL PLANT MANAGEMENT (EF 002 258), (3) ASPHALT PAVING CAMPUS ROADS AND SIDEWALKS (EF 002259), (4) LET'S LOOK AHEAD (EF 002 260), (5) ELECTRICAL RATE MANAGEMENT (EF 002 261), (6) GROUNDS MAINTENANCE COST REPORT (EF 002 262), (7) MAINTENANCE BUDGETING (EF 002 263), AND (8) PAY PLANS FOR INSTITUTIONAL EMPLOYEES (EF 002 264). (HH)

Availability:

John H. Sweitzer, Secy-Treasurer
Natl. Assn. of Physical Plant Administ.
of Colleges and Universities

Earlham College
Richmond, Indiana 47374

ERIC/CEF DOCUMENT NO. EF000472 DISPOSITION-EDC- 2

CONSTRUCTING SCHOOL BUILDINGS WITH MATERIALS THAT WILL MINIMIZE FUTURE MAINTENANCE

BY- ECKERT, A. W.

PUBLISHED-OCT53
IN- PROCEEDINGS, THE ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF THE UNITED STATES AND CANADA, OCT. 53

004 PAGES

DESCRIPTORS- *BUILDING MATERIALS, *CONSTRUCTION COSTS, *ECONOMICS, *MAINTENANCE, *SCHOOL BUILDINGS, FLOORING, GLASS WALLS, LIGHTING

MAINTENANCE PROBLEMS ARE DISCUSSED IN TERMS OF SCHOOL BUILDING CONSTRUCTION AND ECONOMICS. BUILDING MATERIALS AND INHERENT PROBLEMS EXPANDED ON ARE--(1) FLOORS, (2) WALLS, (3) ROOF OVERHANG, (4) DOORS, (5) WINDOWS, (6) LIGHT FIXTURES, AND (7) MECHANICAL SYSTEMS. QUALIFIED CUSTODIAL PERSONNEL IS THE KEY TO KEEPING A SCHOOL PLANT OPERATING SMOOTHLY. (RK)

Availability:

Association of School Business Officials
of the United States and Canada
2424 West Lawrence Avenue
Chicago, Illinois 60625

ERIC/CEF DOCUMENT NO. EF000923 DISPOSITION-CERS 1

THE RELATIONSHIP OF INITIAL COST AND MAINTENANCE COST IN ELEMENTARY SCHOOL BUILDINGS

BY- ZIMMERMAN, WILLIAM J.
EDUCATIONAL FACILITIES LABORATORIES, INC., STANFORD, CALIFORNIA, WESTERN REGIONAL CENTER

PUBLISHED-JUL60
IN- REPORT NUMBER 1

18 PAGES

DESCRIPTORS- *CONSTRUCTION COSTS, *COSTS, *MAINTENANCE, *PLANNING, *SCHOOL PLANNING, SCHOOL MAINTENANCE

THIS REPORT IS A STATISTICAL ANALYSIS OF THE RELATIONSHIP BETWEEN INITIAL SCHOOL CONSTRUCTION COSTS AND FUTURE MAINTENANCE COSTS. WHILE THE STUDY IS RESTRICTED TO THE LOS ANGELES CITY SCHOOL DISTRICT, THE RESULTS ARE TO SOME EXTENT GENERALIZABLE. THE STUDY SHOWS AN INVERSE RELATIONSHIP IN THESE COSTS--WHERE INITIAL CONSTRUCTION COSTS ARE LOW MAINTENANCE COSTS TEND TO BE HIGH. FACTORS RELATED TO INITIAL COST ARE--WALL CONSTRUCTION IN OFFICES AND CLASSROOMS, THE NUMBER OF BIDDERS FOR EACH BUILDING AND ADDITION, THE YEAR OF THE BID, SITE TOPOGRAPHY, AND TOTAL NUMBER OF SQUARE FEET OF PERMANENT CONSTRUCTION IN A SINGLE BID. THESE FACTORS TEND TO REDUCE THE DIFFERENCE BETWEEN THE TWO COSTS AND COUNTERACT THE EFFECT ON FUTURE MAINTENANCE COST RESULTING FROM MATERIAL USED IN CONSTRUCTION. TWO RELATIONSHIPS BETWEEN THESE COSTS ARE SHOWN--THE LARGER THE PROPORTION OF CLASSROOMS IN A BUILDING THE LOWER THE INITIAL AND MAINTENANCE COSTS, THE LARGER THE PROPORTION OF THE SCHOOL BUILDING DEVOTED TO GROUP ACTIVITY, THE HIGHER THE INITIAL COST BUT THE LOWER THE MAINTENANCE COST. METHODOLOGY FOR THE STUDY, CHARTS AND RECOMMENDATIONS ARE INCLUDED IN THE REPORT. THIS DOCUMENT IS AVAILABLE FROM THE WESTERN REGIONAL CENTER, EDUCATIONAL FACILITIES LABORATORIES, INC., SCHOOL OF EDUCATION, STANFORD UNIVERSITY, STANFORD, CALIFORNIA. (GM)

Availability:

Western Regional Center
Educational Facilities Laboratories, Inc.
School of Education
Stanford University
Stanford, California

ERIC/CEF DOCUMENT NO. EF000838 DISPOSITION-EDC- 2

BUILDING MATERIALS STANDARDS WHICH REFLECT LONG-TERM MAINTENANCE AND OPERATIONS SAVINGS

BY- CORWIN, RALPH G.
ASSOCIATION OF SCHOOL BUSINESS OFFICIALS, EVANSTON, ILLINOIS

PUBLISHED-OCT62
IN- PROCEEDINGS, ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF THE UNITED STATES AND CANADA, 48TH ANNUAL MEETING AND EDUCATIONAL EXHIBIT, DALLAS, TEXAS, OCTOBER 15-19, 1962

068 PAGES

DESCRIPTORS- *BUILDING MAINTENANCE, *BUILDING MATERIALS, *DESIGN NEEDS, *OPERATING EXPENSES, *SCHOOL DESIGN, ATHLETIC EQUIPMENT, BUILDING EQUIPMENT, BUILDING OPERATION, FLOORING, HEALTH, PAINTING, ROOFING, SAFETY, SCHOOL CONSTRUCTION, STRUCTURAL BUILDING SYSTEMS

BUILDING MATERIALS USED IN SCHOOL CONSTRUCTION ARE AN IMPORTANT FACTOR IN DETERMINING INITIAL AND OPERATING COSTS OF THE BUILDING. THIS PRESENTATION PROVIDES A SERIES OF EXAMPLES OF MATERIAL AND EQUIPMENT APPLICATIONS IN SCHOOL DESIGN, AND INDICATES COST SAVINGS IN MAINTENANCE AND BUILDING PERFORMANCE. EXAMPLES INCLUDE AREAS SUCH AS--(1) DOOR AND WINDOW FRAMING, (2) ROOFING AND FLOORING, (3) FENCING AND LANDSCAPING, (4) TOILETS AND LOCKER ROOMS, (5) STAIRS, CORRIDORS, AND SIGNS, (6) ATHLETIC FACILITIES. IN COMPARISON WITH CODES AND STATE STANDARDS, THIS ARTICLE PROVIDES SUGGESTIONS FOR SPECIFIC MATERIALS AND ITEMS OF EQUIPMENT AND EXPLAINS THE DESIGN JUSTIFICATION.

Availability:

Association of School Business Officials
of the United States and Canada
2424 West Lawrence Avenue
Chicago, Illinois 60625

ERIC/CEF DOCUMENT NO. EF001030 DISPOSITION-EDC- 2

SOLUTIONS TO MILLION $ GLASS PROBLEMS

BY- RAWLINS, ROBERT E.

PUBLISHED-DEC64
IN- AMERICAN SCHOOL BOARD JOURNAL

002 PAGES

DESCRIPTORS- *COSTS, *GLASS WALLS, *MAINTENANCE, *SAFETY

WAYS TO REDUCE THE NUMBER OF BROKEN SCHOOL BUILDING WINDOWS ARE DISCUSSED IN THIS JOURNAL ARTICLE. EXPANDED METAL SCREENING THAT IS BOLTED, SCREWED, OR WELDED TO THE WINDOW SCREEN IS SUGGESTED AS A COMMON DEFENSE AGAINST BREAKAGE. HOWEVER, ONE DISADVANTAGE OF SCREENS IS THAT THEY PRESENT A HAZARD IN THE EVENT OF FIRE. DIFFERENT KINDS OF GLASS ARE ALSO DISCUSSED. (RK)

Availability:

Editor, American School Board Journal
Bruce Publishing Company
400 North Broadway
Milwaukee, Wisconsin 53201

ERIC/CEF DOCUMENT NO. EF001447 ED 18955 DISPOSITION-EDC- 1

PREVENTIVE MAINTENANCE

HONEYWELL, MINNEAPOLIS, MINNESOTA

PUBLISHED-MAY67
IN- HONEYWELL PLANNING GUIDE

REPORT/SERIES NO.- 54-0350

028 PAGES

DESCRIPTORS- *BUILDING OPERATION, *CLIMATE CONTROL, *EQUIPMENT MAINTENANCE, *OPERATING EXPENSES, *PREVENTION, AIR CONDITIONING, BUDGETING, BUILDING EQUIPMENT, CONTRACTS, COSTS, HEATING, RECORDS (FORMS), VENTILATION

THIS HONEYWELL PAMPHLET DISCUSSES SOME ASPECTS OF PREVENTIVE MAINTENANCE OF AUTOMATIC CONTROLS, HEATING, VENTILATING, AND AIR CONDITIONING, AND COMPARES IN-PLANT WITH CONTRACT SERVICE, CONCLUDING THAT CONTRACT SERVICE IS PREFERABLE AND DESCRIBING A NUMBER OF MAINTENANCE PLANS WHICH THEY FURNISH. PREVENTIVE MAINTENANCE PROVIDES--(1) MORE EFFICIENT OPERATION, (2) FEWER BREAKDOWNS, (3) ANNUAL BUDGETING, (4) EXTENDED EQUIPMENT LIFE, (5) DIAGNOSIS OF WEAK POINTS, AND (6) ADVANCE DETERMINATION OF EQUIPMENT REPLACEMENT. COST AND CONVENIENCE ARE DESCRIBED FOR AUTOMATIC CONTROLS. TYPES OF MAINTENANCE AGREEMENTS ARE PROVIDED BOTH FOR CONTROLS AND FOR MECHANICAL SYSTEMS. ADVANTAGES OF A HONEYWELL MAINTENANCE PROGRAM ARE LISTED,--(1) THE BUDGETING OF ALL MAINTENANCE FOR THE YEAR, (2) REDUCTION OF BREAKDOWNS AND EMERGENCY SERVICE, (3) PARTS AND REPLACEMENTS KEPT IN STOCK, (4) AVAILABILITY OF TRAINED SPECIALISTS, (5) TOOLS, TEST EQUIPMENT, AND OTHER SUPPLIES OTHERWISE KEPT IN INVENTORY, AND (6) THE KEEPING OF COMPLETE RECORDS ON EQUIPMENT. (MM)

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NATIONAL ASSOCIATION OF PHYSICAL PLANT ADMINISTRATORS. STANDARDS COMMITTEE REPORT 1966

NATIONAL ASSOCIATION OF PHYSICAL PLANT ADMINISTRATORS OF UNIVERSITIES AND COLLEGES. RICHMOND. IND.

PUBLISHED- 66

076 PAGES

DESCRIPTORS- *EDUCATIONAL FINANCE. *EXPENDITURES. *HIGHER EDUCATION. *OPERATIONS RESEARCH. *UNIT COSTS. DATA ANALYSIS. EMPLOYEES. GUIDELINES. SCHOOL MAINTENANCE. SYSTEMS ANALYSIS

THE 1966 REPORT OF THE NATIONAL STANDARDS COMMITTEE SUMMARIZES THE RESULTS OF THE 1965 QUESTIONNAIRE FROM 89 INSTITUTIONS OF HIGHER EDUCATION WHICH ARE LISTED BY NAME. TABULATIONS AND GRAPHS OF DATA ARE GIVEN IN THE AREAS OF THE COST OF ADMINISTRATION OF THE PLANT OPERATION. JANITORIAL SERVICES. UTILITIES. GROUNDS. LABOR. TRAFFIC AND SECURITY. RATIONALE FOR THE ESTABLISHMENT AND APPLICATION OF THE DERIVED STANDARDS IS DISCUSSED.(HH)

Order from EDRS as: ED 22342
MF $0.50 HC $3.20

ERIC/CEF DOCUMENT NO. EF002158 DISPOSITION-UFRC 2

STANDARDS COMMITTEE REPORT, NATIONAL ASSOCIATION OF PHYSICAL PLANT ADMINISTRATORS, 1967

NATIONAL ASSOCIATION OF PHYSICAL PLANT ADMINISTRATION, RICHMOND, IND.

PUBLISHED- 67

077 PAGES

DESCRIPTORS- *COSTS, *EDUCATIONAL FINANCE, *FACILITY GUIDELINES, *HIGHER EDUCATION, *STATISTICAL SURVEYS, COMPARATIVE ANALYSIS, NATIONAL SURVEYS, QUESTIONNAIRES, SCHOOL SURVEYS

A NATIONAL SURVEY OF COST TRENDS OR COST EXPERIENCE OF INSTITUTIONS OF HIGHER EDUCATION RELATIVE TO ADMINISTRATION, BUILDING MAINTENANCE, JANITORIAL SERVICE, UTILITIES, GROUNDS, ALTERATIONS AND IMPROVEMENTS, AND TRAFFIC, SECURITY AND SAFETY COSTS. STATISTICAL TABLES AND GRAPHS PRESENT THE FINDINGS.(FPO)

Availability:

John H. Sweitzer, Secy-Treasurer
Natl. Assn. of Physical Plant Administ.
of Colleges and Universities

Earlham College
Richmond, Indiana 47374

ERIC/CEF DOCUMENT NO. EF002188 DISPOSITION-UFRC 2

CUSTODIAL SURVEY AND ANALYSIS

PUBLISHED-MAY63

020 PAGES

DESCRIPTORS- *BUILDING OPERATION, *COST EFFECTIVENESS, *COSTS, *MAINTENANCE, *SERVICE WORKERS, SPEECHES

ALONG WITH SOME BACKGROUND MATERIAL, THIS PRESENTATION CONSISTS OF TWO CASE STUDIES. ONE OF THEM IS IN THE INSTITUTIONAL AND THE OTHER IN THE COMMERCIAL FIELD. THE BROAD PURPOSES OF BOTH ARE EXACTLY THE SAME, NAMELY, THE IMPROVEMENT OF CONTROL AND SERVICE IN THE CUSTODIAL AREA IN SUCH A MANNER AS TO LOWER COSTS. NI

Availability:

John H. Sweitzer, Secy-Treasurer
Natl. Assn. of Physical Plant Administ.
of Colleges and Universities
Earlham College
Richmond, Indiana 47374

ERIC/CEF DOCUMENT NO. EF000797 DISPOSITION-EDC- ?

SCHOOL HEATING - GAS

BY- DESANTI, FREDERICK
NATIONAL COUNCIL ON SCHOOLHOUSE CONSTRUCTION, EAST LANSING, MICHIGAN

PUBLISHED-OCT63
IN- PROCEEDINGS OF THE NCSC 40TH ANNUAL MEETING, PRINCETON, NEW JERSEY, OCTOBER 7-10, 1963

003 PAGES

DESCRIPTORS- *BUILDING MAINTENANCE, *FUELS, *HEATING, *OPERATING EXPENSES, *SCHOOL CONSTRUCTION, BUILDING EQUIPMENT, THERMAL ENVIRONMENT, VENTILATION

THE ADVANTAGES OF NATURAL GAS AS A FUEL IN SCHOOL HEATING SYSTEMS ARE DISCUSSED BY AN INDUSTRY REPRESENTATIVE. MAIN TOPICS COVERED ARE--(1) PHYSICAL AND CHEMICAL DESCRIPTION OF NATURAL GAS, (2) EFFICIENCY OF GAS, (3) GAS DELIVERY, (4) COST AND MAINTENANCE ECONOMIES, (5) SCHOOL HEATING SYSTEMS. CONCLUDING REMARKS CITE GAS AS A SUPERIOR FUEL WITH FAR LESS SYSTEM COMPLICATION AND EXTREMELY LOW MAINTENANCE.

Availability:

Council of Educational Facilities
Planners
29 West Woodruff Avenue
Columbus, Ohio 43210

ERIC/CEF DOCUMENT NO. EF00105 DISPOSITION-EDC- 2

HOW TO SELECT A MECHANICAL SYSTEM

BY- GUPTA, HEM C.

PUBLISHED-OCT64
IN- THE NATIONS SCHOOLS, VOL. 74, NO. 4, OCTOBER, 1964

002 PAGES

DESCRIPTORS- *CLASSROOM ENVIRONMENT, *CLIMATE CONTROL, *COSTS, *THERMAL ENVIRONMENT, TEMPERATURE, VENTILATION

SELECTION OF A MECHANICAL SYSTEM TO CONTROL THE THERMAL ENVIRONMENT OF A BUILDING OR BUILDING COMPLEX IS DISCUSSED IN THIS HOURNAL ARTICLE. SEVEN CONTROL FACTORS SHOULD BE CONSIDERED--(1) TEMPERATURE, (2) HUMIDITY, (3) ODOR, (4) NOISE, (5) AIR DISTRIBUTION, (6) INITIAL COSTS, AND (7) OPERATING COSTS. SIX TYPES OF MECHANICAL SYSTEMS WERE TESTED USING THE ABOVE CRITERIA AND WERE AS FOLLOWS--(1) VENTILATION WITH CENTRAL REFRIGERATION, (2) UNIT VENT WITH SELF-CONTAINED COOLING AND WATER COIL, (4) SINGLE DUCT REHEAT UNIT, (5) HIGH VELOCITY DOUBLE DUCT, AND (6) MULTIZONE AIR HANDLING SYSTEM. ANALYSIS OF THE SIX SYSTEMS INDICATED THAT THREE SYSTEMS PERFORMED AT A HIGHER LEVEL OF EFFICIENCY AND AT COMPARABLE COSTS, NAMELY, THE SINGLE DUCT REHEAT SYSTEM, THE HIGH VELOCITY DOUBLE DUCT SYSTEM AND THE MULTIZONE AIR HANDLING SYSTEM. (RK)

Availability:

L.C. Hickman, Editor
McGraw-Hill Publications
1050 Merchandise Mart
Chicago, Illinois 60654

ERIC/CEF DOCUMENT NO. EF001323 ED 16374 DISPOSITION-CERS 1

SUMMARY OF ELECTRIC SERVICE COSTS FOR TOTALLY AIR CONDITIONED SCHOOLS PREPARED FOR HOUSTON INDEPENDENT SCHOOL DISTRICT, MAY 31, 1967

BY- WHITESIDES, M. M.
HOUSTON LIGHTING AND POWER COMPANY, TEXAS

PUBLISHED-MAY67

057 PAGES

DESCRIPTORS- *AIR CONDITIONING EQUIPMENT, *CLIMATE CONTROL, *CONTROLLED ENVIRONMENT, *COSTS, *OPERATING EXPENSES

THIS REPORT IS A COMPILATION OF DATA ON ELECTRIC AIR CONDITIONING COSTS, OPERATIONS AND MAINTENANCE. AIR CONDITIONING UNITS ARE COMPARED IN TERMS OF ELECTRIC VERSUS NON-ELECTRIC, AUTOMATIC VERSUS OPERATED, AIR COOLED VERSUS WATER COOLED, RECIPROCATING VERSUS CENTRIFUGAL COMPRESSORS, SPACE AND NOISE, REHEAT, MAINTENANCE AND ORIGINAL COST. DATA ARE PRESENTED SHOWING COMPARATIVE ELECTRIC COSTS OF BEFORE AND AFTER AIR CONDITIONING SERVICE INSTALLATIONS AND A TABULATION OF SERVICE COSTS FOR TOTALLY AIR CONDITIONED SCHOOLS. (GM)

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ERIC/CEF DOCUMENT NO. EF001499 DISPOSITION-EDC- 2

ELECTRONIC WATCHDOGS FOR MECHANICAL SYSTEMS

HONEYWELL INC., MINNEAPOLIS, MINNESOTA

PUBLISHED-JAN67
IN- AMERICAN SCHOOL AND UNIVERSITY, JANUARY, 1967

002 PAGES

DESCRIPTORS- *BUILDING EQUIPMENT, *ELECTRONIC EQUIPMENT, *EQUIPMENT MAINTENANCE, *OPERATING EXPENSES, *SCHOOL DESIGN, HEATING, MECHANICAL EQUIPMENT, SCHOOL MAINTENANCE, SCHOOL SAFETY

AN AUTOMATIC ELECTRONIC WARNING SYSTEM IS USED TO MONITOR HEATING AND OTHER BUILDING EQUIPMENT IN A SERIES OF PUBLIC SCHOOL BUILDINGS. THE SYSTEM IS DESCRIBED WITH IMPLICATIONS FOR FUTURE DEVELOPMENT AND WITH COMPARISON TO PREVIOUS PRACTICES. COST SAVINGS ARE INDICATED IN THE UTILIZATION OF MAINTENANCE PERSONNEL. (MM)

Availability:

Buttenheim Publishing Corporation
757 Third Avenue
New York, New York 10017

ERIC/CEF DOCUMENT NO. EF001823 ED 25099 DISPOSITION-CERS 1

SCHOOL HEATING -- GAS VS. ELECTRIC. PHASE 1A - EFFECT ON CONSTRUCTION COSTS (UPDATING PHASE 1 REPORT DATED JANUARY, 1965)

BY- VALVODA, FRANK R.
NORTHERN ILLINOIS GAS COMPANY, AURORA

PUBLISHED-MAY68

060 PAGES

DESCRIPTORS- * CONSTRUCTION COSTS, * EDUCATIONAL FACILITIES, * ELEMENTARY SCHOOLS, * HEATING, * SCHOOL BUILDINGS, BUILDING DESIGN, BUILDING MATERIALS, COMPONENT BUILDING SYSTEMS

PHASE 1A UPDATES THE ORIGINAL STUDY OF JANUARY, 1965 AND CONTAINS THE SEVEN MOST RECENT SCHOOLS WHICH IN THEIR DEVELOPMENT STAGES WERE BID FOR BOTH GAS AND ELECTRIC HEATING SYSTEMS.IN ALL CASES THE BIDS WERE FOR FIRST COST, NOT FOR ULTIMATE OPERATING EXPENSE. ALTHOUGH THE DIFFERENCES WERE RELATIVELY MINOR, SIX OUT OF THE SEVEN GAS BIDS WERE LOWER THAN THE RESPECTIVE ELECTRICAL BIDS. EACH SCHOOL IS DESCRIBED BY SIZE, NUMBER OF ROOMS, AND NUMBER OF STUDENTS. AMOUNTS BID FOR GENERAL WORK, HEATING, PLUMBING AND ELECTRICAL ARE GIVEN ALONG WITH A DESCRIPTION OF CONSTRUCTION MATERIALS AND SYSTEMS FOR EACH OF THE TWO HEATING DESIGNS. (NI)

Order from EDRS as: ED 25099
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ERIC/CEF DOCUMENT NO. EF002261 DISPOSITION-UFRC 2

ELECTRICAL RATE MANAGEMENT

PUBLISHED-NOV66

010 PAGES

DESCRIPTORS- *CONSULTANTS, *CONTRACTS, *ECONOMIC FACTORS, *ELECTRICAL SYSTEMS, *ELECTRICITY, GRAPHS, HIGHER EDUCATION, SPEECHES, SURVEYS, UNIT COSTS

ELECTRICAL ENERGY CONSUMPTION ON CAMPUSES IS INCREASING AT A 10 PERCENT RATE PER YEAR. THE COSTS OF ELECTRICAL ENERGY CAN BE AFFECTED EITHER THROUGH RATE NEGOTIATION WITH THE SUPPLIER OR DEVELOPMENT OF AN ON-CAMPUS ENERGY SYSTEM. WHEN ENGAGING IN RATE NEGOTIATIONS A COMPREHENSIVE UNDERSTANDING OF RATE MAKING ELEMENTS AND COMPARABLE RATE STRUCTURES FOR OTHER CONSUMERS IS NECESSARY. THIS CAN BE GAINED THROUGH SURVEYS OF OTHER INSTITUTIONS AND BY USE OF CONSULTANTS. A SURVEY CHART OF WESTERN COLLEGES ELECTRICAL ENERGY USAGE AND COSTS PER KILOWATT HOUR IS INCLUDED. (RLP)

Availibility:

John H. Sweitzer, Secy-Treasurer
Natl. Assn. of Physical Plant Administ.
of Colleges and Universities
Earlham College
Richmond, Indiana 47374

ERIC/CEF DOCUMENT NO. EF001130 DISPOSITION-EDC- 2

SPONGE-BONDED FLOORING

NATIONAL CUSTODIAN, GREENDALE, CALIFORNIA

PUBLISHED-NOV65

OC8 PAGES

DESCRIPTORS- *BUILDING MATERIALS, *COSTS, *FLOORING, *MAINTENANCE, CARPETING, HEALTH NEEDS

SPONGE-BONDED FLOORING, A NEW SOFT SURFACE MATERIAL OF HIGH DENSITY NYLON AND USED EXTENSIVELY IN COMMERCIAL INSTALLATIONS, ISDISCUSSED IN THIS JOURNAL. THIS NEW MATERIAL, REPRESENTING A THIRD CATEGORY OF FLOORING, COMBINES THE ADVANTAGES OF HARD SURFACE FLOOR COVERINGS AND CARPET. IT SHOULD NOT BE CONFUSED WITH CONVENTIONAL CARPET FROM WHICH IT DIFFERS IN MANY PERFORMANCE CHARACTERISTICS--(1) WEAR RESISTANCE AND (2) MAINTENANCE COST. THE NEW MATERIAL IS THE FIRST FLOOR COVERING TC COMBINE HIGH DENSITY NYLON YARN, A SUPERTIGHT WEAVE, AND A BUILT-IN SPONGE-RUBBER CUSHION. TOPICS DISCUSSED REGARDING SPONGE-BONDED FLOORING INCLUDE--(1) CONSTRUCTION, (2) MAINTENANCE, (3) REPAIR, (4) WEARABILITY, (5) INSTALLATION, (6) HEALTH FACTORS, (7) ACOUSTICS, AND (8) SAFETY. SPONGE-BONDED, HIGH DENSITY NYLON FLOORING IS THE MOST PRACTICAL FLOOR COVERING FCR ALL COMMERCIAL USES--IT NOT ONLY HAS THE WEAR QUALITIES OF HARD SURFACE FLOORING AND THE WARM APPEARANCE AND OTHER BENEFITS OF CARPET, BUT IT MAKES A GREATER CONTRIBUTION BY SIGNIFICANTLY RECUDING OPERATING COSTS WHEREVER IT IS USED. (RK)

Availability:

The National Custodian
Greendale, California

ERIC/CEF DOCUMENT NO. EFC01165 DISPOSITION-CERS 2

THE CARPETED LIBRARY

BY- GARRETT, JOE B.
AMERICAN CARPET INSTITUTE, NEW YORK, N. Y.

PUBLISHED-JUN64

007 PAGES

DESCRIPTORS- *ACOUSTICAL ENVIRONMENT, *CARPETING , *COSTS, *MAINTENANCE, *LIBRARIES, CONTROLLED ENVIRONMENT, PHYSICAL ENVIRONMENT, SCHOOL ENVIRONMENT, SCHOOL MAINTENANCE

THIS REPORT IS A DISCUSSION OF THE ADVANTAGES OF CARPETED FLOOR COVERINGS FOR LIBRARIES. THE TWO MAIN ADVANTAGES PRESENTED FOR USING CARPETING ARE NOISE CONTROL AND LOW MAINTENANCE COSTS. ACCORDING TO THE REPORT CARPET REDUCES FLOOR INSTIGATED OR IMPACT NOISES WHILE BEING PSYCHOLOGICALLY DIGNIFYING AND CREATING USER RESPECT AND PROPER BEHAVIOR PATTERNS. MAINTENANCE COSTS FOR CARPET ARE LESS THAN FOR OTHER TYPES OF FLOOR COVERINGS BECAUSE OTHER FLOOR COVERINGS GENERALLY REQUIRE EXTENSIVE SURFACE PREPARATION. WHEN ALL ROOM SURFACES ARE CONSIDERED, THE INITIAL COST OF CARPET IS LITTLE IF ANY MORE THAN OTHER FLOOR COVERINGS. CARPETING CAN BE USED QUICKLY AND ECONOMICALLY AS A REPLACEMENT FLOOR COVERING IN OLDER LIBRARIES FOR BOTH AESTHETIC AND UTILITY PURPOSES. (GM)

Availability:

American Carpet Institute
350 Fifth Avenue
New York, New York 10003

ERIC/CEF DOCUMENT NO. EF001218 DISPOSITION-EDC- 2

AN UNANTICIPATED PLUS BENEFIT RESULTED FROM THE USE OF CARPETING

CHEMSTRAND, NEW YORK, N. Y.

PUBLISHED- 65
IN- REPRINTED FROM EDUCATIONAL EQUIPMENT AND MATERIALS, FALL 1965

004 PAGES

DESCRIPTORS- *CARPETING, *COSTS, *EDUCATIONAL ENVIRONMENT, *EVALUATION CRITERIA, *HIGH SCHOOLS, CLASSROOMS, CORRIDORS, ECONOMICS

AFTER A CAREFUL EVALUATION OF ALL FACTORS INCLUDING COSTS, STAPLES HIGH SCHOOL IN CONNECTICUT DECIDED TO CARPET ROOMS AND CORRIDORS. THE CARPETING INSTALLATION IS DISCUSSED IN THIS JOURNAL ARTICLE IN TERMS OF THE ECONOMIC FACTOR AND EDUCATIONAL ADVANTAGES. STATISTIC TABLES AND PHOTOGRAPHS OF THE ACTUAL INSTALLATION ARE INCLUDED. (RK)

Availability:

Educational Equipment and Materials
Box 1995 Grand Central Station
New York, New York 10017

ERIC/CEF DOCUMENT NO. EF001277 DISPOSITION-EDC- 1

A FRESH LOOK AT FLOORING COSTS

ARMSTRONG CORK COMPANY, LANCASTER, PENNSYLVANIA

PUBLISHED- 65

030 PAGES

DESCRIPTORS- *CARPETING, *COSTS, *FLOORING, *MAINTENANCE, *STATISTICAL SURVEYS

SURVEY INFORMATION BASED ON ACTUAL FLOORING INSTALLATIONS IN SEVERAL TYPES OF BUILDINGS AND TRAFFIC CONDITIONS, REPRESENTING NEARLY 113 MILLION SQUARE FEET OF ACTUAL USER EXPERIENCE, IS CONTAINED IN THIS COMPREHENSIVE REPORT COMPILED BY THE ARMSTRONG CORK COMPANY. THE COMPARATIVE FIGURES PROVIDED BY THESE USERS CLEARLY ESTABLISH THAT--(1)THE AVERAGE INSTALLED COST OF CARPETING IS 3.6 TIMES HIGHER THAN THE INSTALLED COST OF AN AVERAGE OF SIX DIFFERENT TYPES OF RESILIENT FLOORS, (2)THE SERVICE LIFE OF CARPET IS LESS THAN HALF THAT OF RESILIENT FLOORS, (3)MAINTENANCE COSTS OF CARPETED FLOORS ARE ALMOST DOUBLE THE MAINTENANCE COSTS OF RESILENT FLOORING, AND (4) THE 'ANNUAL USE COST,' WHICH INCLUDES INSTALLED COSTS, SERVICE LIFE, AND MAINTENANCE COSTS, IS 2.71 TIMES HIGHER FOR CARPET THAN FOR RESILIENT FLOORING. A REVIEW OF THIS SURVEY SHOULD BE MADE BY THOSE INVOLVED IN SELECTION OF INTERIOR FINISH MATERIALS FOR COMMERCIAL, INDUSTRIAL, OR INSTITUTIONAL CONSTRUCTION. (RK)

Availability:

Armstrong Cork Company
Liberty and Charlotte Streets
Lancaster, Pennsylvania 17604

ERIC/CEF DOCUMENT NO. EF001630 ED 19827 DISPOSITION-EDC- 1

SOFT FLOOR COVERING IN THE LOS ANGELES CITY SCHOOL DISTRICTS

BY- CUNLIFF, DONALD D.
LOS ANGELES CITY SCHOOL DISTRICTS, CALIFORNIA

PUBLISHED- 67

20 PAGES

DESCRIPTORS- *CARPETING, *COSTS, *EVALUATION, *FACILITY CASE STUDIES, *FLOORING, ACOUSTICAL ENVIRONMENT, FACILITY IMPROVEMENT, LEARNING MOTIVATION, MAINTENANCE

A STUDY REGARDING THE INSTALLATION OF CARPET IN SCHOOLS IS DISCUSSED. THE PURPOSE OF THE STUDY WAS TO HAVE A CONSULTANT REVIEW UNDER THE DIRECTION OF THE DISTRCT BUILDING AND GROUNDS SERVICES ADMINISTRATOR OF THE LOS ANGELES CITY SCHOOL DISTRICTS, THE SOFT FLOOR COVERING INSTALLATIONS AT ARAGON AVENUE AND TWENTY-FOURTH STREET SCHOOLS. SECTIONS INCLUDE--(1) CARPET EXPERIENCE IN THE LOS ANGELES CITY SCHOOL DISTRICT WITH A SUMMARY OF REACTIONS TO TEST INSTALLATIONS, (2) RELATIVE DEVELOPMENT OF STATIC ELECTRICITY, (3) ANTICIPATED LIFE SERVICE, (4) MATERIAL COSTS, (5) REHABILITATION PROJECTS, (6) OPERATION OR CUSTODIAL COSTS, 8) EQUIPMENT REQUIREMENTS, (9) ANNUAL SUPPLY REQUIREMENTS, AND (10) MAINTENANCE OR REPAIRS. ALSO INCLUDED ARE--(1) A SUMMARY OF COST DATA DEVELOPED IN PREVIOUS SECTIONS OF THE REPORT, (2) REACTIONS TO CARPETED CLASSROOMS, AND (3) CONCLUSIONS. CONSIDERATION IN SELECTION OF FLOOR COVERING SHOULD BE GIVEN TO THE FOLLOWING--(1) THE SONIC ENVIRONMENT IN THE CARPETED CLASSROOM IS SUPERIOR TO ONE HAVING RESILIENT FLOORING ACCORDING TO TEACHERS, (2) NOISE TRANSFER FROM SECOND FLOOR TO FIRST FLOOR IS REDUCED WHEN CARPETING IS USED, ALLEVIATING A SOUND INSULATION BLANKET BETWEEN FLOORS, (3) CARPETING OFFERS A BETTER GENERAL APPEARANCE LEVEL THAN VINYL ASBESTOS TILE, (4) AT FIRST THERE IS SOME HESITANCY TO PERFORM REGULAR CLASSROOM TASKS WHICH IS OVERCOME SHORTLY AFTER USE, AND (5) TEACHERS INDICATE THAT THEY BELIEVE A CARPETED ROOM IS MORE CONDUCIVE TO LEARNING. (RK)////

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INSURANCE PROGRAMS

ERIC/CEF DOCUMENT NO. EF000478 DISPOSITION-CERS ?

SCHOOL INSURANCE

TEXAS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS, AUSTIN, TEXAS

PUBLISHED-MAR64

067 PAGES

DESCRIPTORS- *INSURANCE PROGRAMS, *RISK, BUDGETING, EDUCATIONAL FINANCE

THE IMPORTANCE OF INSURANCE IN THE SCHOOL BUDGET IS THE EMPHASIS OF THIS COMPREHENSIVE BULLETIN ON THE PRACTICES AND POLICIES FOR SCHOOL DISTRICTS OF TEXAS. ALSO CONSIDERED IS THE DEVELOPMENT OF DESIRABLE SCHOOL BOARD POLICIES IN PURCHASING INSURANCE AND OPERATING THE PROGRAM. A GLOSSARY OF INSURANCE TERMS DEFINES THE TERMS COMMONLY USED. BOARDS OF EDUCATION HAVE LEGAL RESPONSIBILITY IN THE MATTER OF INSURANCE. DECISIONS MUST BE MADE ON RISKS TO BE COVERED, AMOUNT OF COVERAGE, VALUES, INVENTORY PROCEDURES, COINSURANCE, BIDDING, TYPES OF INSURANCE, ADEQUACY OF COVERAGE, AND RECORD KEEPING. A SAMPLE OF AN INSURANCE REGISTER IS INCLUDED AS WELL AS SELECTED REFERENCES.

Availability:

Mrs. Weeks
Texas Education Agency, Drawer AA
Capitol Station
Austin, Texas 78711

ERIC/CEF DOCUMENT NO. EF000673 DISPOSITION-CERS 1

WHY THE SCHOOL DISTRICT SHOULD BID INSURANCE

BY- GRAYSON, ERNEST C.
ASSOCIATION OF SCHOOL BUSINESS OFFICIALS, CHICAGO, ILLINOIS

PUBLISHED- 65
IN- PROCEEDINGS, ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF THE UNITED STATES AND CANADA, 50TH ANNUAL MEETING AND EDUCATIONAL EXHIBIT, SAN FRANCISCO, CALIFORNIA, OCTOBER 17-22, 1964

OC8 PAGES

DESCRIPTORS- *COSTS, *INSURANCE PROGRAMS , *MANAGEMENT , MONEY MANAGEMENT

THIS IS A STATEMENT OF THE ADVANTAGES OF PLACING SCHOOL DISTRICT INSURANCE ON A SINGLE COVERAGE BID BASIS. PRIMARY ADVANTAGES ARE--CREATING GOOD RELATIONSHIPS WITH INSURANCE REPRESENTATIVES, CREATING PUBLIC CONFIDENCE IN HANDLING THE SCHOOL INSURANCE PROGRAM, AND SAVING THE DISTRICT MONEY THROUGH COMPETITIVE BIDDING. INSURANCE COVERAGE BY ONE COMPANY IS DEEMED ON THE BASIS OF PLOT PLANS OF ALL SCHOOL LOCATIONS, OVERALL SERVICE, DESCRIPTIVE INFORMATION ON ALL SCHOOL LOCATIONS, DESCRIPTIVE INFORMATION ON ALL SCHOOLS, ENGINEERING SERVICE ON NEW BUILDINGS, ANALYSIS OF RATES ON BUILDINGS, RECOMMENDATIONS FOR ELIMINATION OF RATING PENALTIES AND ONE POLICY INSTEAD OF MANY. PROCEDURES FOR COMPANIES TO SUBMIT BIDS ARE DISCUSSED. FORMAL CONTRACT BIDS ARE PREFERRED TO VERBAL OR LETTER BIDS, HOWEVER SEALED BIDS ARE DESIRABLE WHERE COMPLETE SPECIFICATIONS ARE STIPULATED. NEGOTIATIONS IN BIDDING MAY BE ADVANTAGEOUS WHERE SPECIFICATIONS CANNOT BE PREDETERMINED. IT IS SUGGESTED THAT BIDDING PROCEDURES BE USED IN SECURING ALL TYPES OF INSURANCE FOR THE SCHOOL DISTRICT.

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ERIC/CEF DOCUMENT NO. EF000674 DISPOSITION-CERS 2

BIDDING INSURANCE

BY- SCHAERER, ROBERT W.
ASSOCIATION OF SCHOOL BUSINESS OFFICIALS, CHICAGO, ILLINOIS

PUBLISHED- 65
IN- PROCEEDINGS, ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF THE UNITED STATES AND CANADA, 50TH ANNUAL MEETING AND EDUCATIONAL EXHIBIT, SAN FRANCISCO, CALIFORNIA, OCTOBER 17-22, 1964

012 PAGES

DESCRIPTORS- *COSTS, *INSURANCE PROGRAMS , *MANAGEMENT, MONEY MANAGEMENT, , INDIANA

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2424 West Lawrence Avenue
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ERIC/CEF DOCUMENT NO. EF000693 DISPOSITION-CERS 2

CRITERIA FOR THE EVALUATION OF INSURANCE MANAGEMENT IN SCHOOL DISTRICTS

BY- BRADLEY, C. E.
ASSOCIATION OF SCHOOL BUSINESS OFFICIALS, CHICAGO, ILLINOIS

PUBLISHED-NOV63
IN- PROCEEDINGS, ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF THE UNITED STATES AND CANADA, 49TH ANNUAL MEETING AND EDUCATIONAL EXHIBIT, DENVER, COLORADO, NOVEMBER 3-8, 1963

006 PAGES

DESCRIPTORS- *FINANCIAL POLICY, *INSURANCE PROGRAMS, *MONEY MANAGEMENT, EDUCATIONAL FINANCE, FINANCIAL PROBLEMS, ADMINISTRATION

BECAUSE OF THE PUBLIC INVESTMENT IN SCHOOL DISTRICT PROPERTY AND THE LIABILITY AND RESPONSIBILITY OF THE SCHOOL DISTRICT, SCHOOL BOARDS SHOULD HAVE WRITTEN POLICIES DELEGATING ADMINISTRATIVE RESPONSIBILITY FOR MANAGEMENT OF THE SCHOOL DISTRICT INSURANCE PROGRAM. THE SCHOOL BOARD SHOULD ASCERTAIN THAT THE INSURANCE PROGRAM IS ADEQUATE, CAREFULLY MAINTAINED, AND IS REVIEWED REGULARLY BY A QUALIFIED BUSINESS MANAGER WITH KNOWLEDGE OF THE LATEST INSURANCE PROGRAMS, LEGISLATIVE REQUIREMENTS AND RATES. ADEQUATE APPRAISALS AND INVENTORY RECORDS OF SCHOOL DISTRICT PROPERTY MUST BE UPDATED WHICH ARE REFLECTED IN THE INSURABLE VALUES. THE PROGRAM LIMITATIONS SHOULD DEFINE COVERAGE ON THE BASIS OF REPLACEMENT, VALUE, ACTUAL VALUE, DEPRECIATION VALUE, OR STATED VALUE OF DISTRICT PROPERTY. THE AUTHOR ADDRESSES HIMSELF TO THE MAJOR CONSIDERATIONS OF INSURANCE COMPANIES AND THEIR AGENTS, RATES, FORMS, CO-INSURANCE, OVERLAPPING PROVISIONS OF COVERAGE, LIMITS OF COVERAGE, AND MUTUAL INSURANCE REGULATIONS. THESE CONSIDERATIONS ARE RELATED TO PROGRAMS FOR SCHOOL DISTRICTS THAT PROVIDE COVERAGE FOR FIRE, BOILER, LIABILITY AND ACCIDENT, VEHICULAR, WORKMEN'S COMPENSATION, BURGLARY, FIDELITY BONDS, ROBBERY, GLASS BREAKAGE, EARTH QUAKE, MALPRACTICE, AND GROUP HEALTH AND ACCIDENT INSURANCE. IT WAS REPORTED THAT A COMMITTEE OF THE CALIFORNIA SCHOOL BUSINESS OFFICIALS HAS DEVELOPED A GUIDE MANUAL WHICH INDICATES INSURANCE REQUIREMENTS AND DEFINITIONS WHICH CONCUR WITH CALIFORNIA STATUTES AND RECOMMENDS THAT OFFICIALS IN EACH STATE DEVELOP A MANUAL WHICH PROVIDES FOR AND CONCURS WITH SEPARATE STATE REQUIREMENTS AND RESPONSIBILITIES. (JZ)

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Chicago, Illinois 60625

ERIC/CEF DOCUMENT NO. EF000735 DISPOSITION-CERS 2

RESEARCH OF SCHOOL PACKAGED INSURANCE IN CALIFORNIA

BY- BRADLEY, C. E.
ASSOCIATION OF SCHOOL BUSINESS OFFICIALS, CHICAGO, ILLINOIS

PUBLISHED-OCT65
IN- PROCEEDINGS, ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF THE UNITED STATES AND CANADA, 51ST ANNUAL MEETING AND EDUCATIONAL EXHIBIT, MINNEAPOLIS, MINNESOTA, OCTOBER 9-14, 1965

OC5 PAGES

DESCRIPTORS- *INSURANCE PROGRAMS, FIRE PROTECTION, SCHOOL VANDALISM

THREE HUNDRED SCHOOL DISTRICTS WERE CONTACTED TO LEARN WHETHER OR NOT OFFICIALS WERE USING PACKAGE INSURANCE AND, IF SO, WHAT ANNUAL INSURANCE PREMIUM THEY HAD BEEN PAYING. OFFICIALS ALSO WERE ASKED THE TOTAL APPROXIMATE COST OF PRESENT PREMIUMS AND THE AMOUNT ASKED THE TOTAL APPROXIMATE COST OF PRESENT PREMIUMS AND THE AMOUNT OF DOLLAR SAVINGS BY MAKING THE CHANGE. OF THE 200 REPLIES, 20 PER CENT WERE USING THE PACKAGE PLAN. A SAVINGS OF 15 PER CENT WAS REPORTED. THE RANGE OF SAVINGS WAS FROM 6 PER CENT TO 32.3 PER CENT. IN DOLLAR AMOUNTS, SAVINGS RANGED FROM LESS THAN $1,000 TO $8,000. SMALLER SCHOOL DISTRICTS BENEFITED MUST BY A PACKAGE PLAN.

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SAVINGS IN NEW JERSEY BY PURCHASE OF MULTI-PERIL INSURANCE

BY- HOPKINS, ROBERT B.
ASSOCIATION OF SCHOOL BUSINESS OFFICIALS, CHICAGO, ILLINOIS

PUBLISHED-OCT65
IN- PROCEEDINGS, ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF THE UNITED STATES AND CANADA, 51ST ANNUAL MEETING AND EDUCATIONAL EXHIBIT, MINNEAPOLIS, MINNESOTA, OCTOBER 9-14, 1965

004 PAGES

DESCRIPTORS- *INSURANCE PROGRAMS, FIRE PROTECTION, SCHOOL VANDALISM

A SURVEY OF ALL DISTRICT BOARDS OF EDUCATION IN NEW JERSEY SOUGHT TO DETERMINE HOW MANY DISTRICTS WERE TAKING ADVANTAGE OF SCHOOL PACKAGED INSURANCE. THE PURPOSE OF THE QUESTIONNAIRE WAS TO DETERMINE HOW MANY DISTRICTS HAD AVAILED THEMSELVES OF THIS COVERAGE AND TO DETERMINE WHETHER ANY SAVINGS WERE MAKE. RESPONSES FROM 131 DISTRICTS SHOWED THAT 78, OR 59.5 PER CENT, DID HAVE SCHOOL PACKAGE INSURANCE. TWELVE DISTRICTS WERE IN THE PROCESS OF CHANGING. DISTRICTS WITH ANNUAL PREMIUMS OVER $10,000 SHOWED THE GREATEST SAVING IN PREMIUM DOLLARS BUT THE HIGHEST PERCENTAGE OF SAVING OCCURRED IN DISTRICTS WHICH HAD PREMIUMS IN THE $5,000 TO $9,000 RANGE. SMALLER DISTRICTS DID NOT SHOW AS MUCH SAVINGS.

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2424 West Lawrence Avenue
Chicago, Illinois 60625

ERIC/CEF DOCUMENT NO. EF000737 DISPOSITION-CERS 2

STATE CASE STUDIES

BY- PRICE, ALFRED J.
ASSOCIATION OF SCHOOL BUSINESS OFFICIALS, CHICAGO, ILLINOIS

PUBLISHED-OCT65
IN- PROCEEDINGS, ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF THE UNITED STATES AND CANADA, 51ST ANNUAL MEETING AND EDUCATIONAL EXHIBIT, MINNEAPOLIS, MINNESOTA, OCTOBER 9-14, 1965

005 PAGES

DESCRIPTORS- *INSURANCE PROGRAMS, FIRE PROTECTION, SCHOOL VANDALISM

QUESTIONNAIRES WERE MAILED IN 1964 TO ALL INDIANA SCHOOL CORPORATIONS WHICH EMPLOYED SUPERINTENDENTS OF SCHOOLS. SCHOOL PEOPLE WERE ASKED TO INQUIRE IF THEY HAD A SCHOOL-PACKAGED INSURANCE POLICY AND, IF SO, THE PREVIOUS AMOUNT OF INSURANCE PREMIUMS AND THE NEW AMOUNT. SIXTY THREE SCHOOL CORPORATIONS WERE DISCOVERED TO HAVE SAVED OVER $100,000 IN ANNUAL PREMIUMS. ILLINOIS SCHOOLS HAVE SAVED OVER $73,000. A SURVEY CONDUCTED IN WISCONSIN REVEALED THAT ONLY SEVEN DISTRICTS CARRIED THIS TYPE OF POLICY AS LATE AS MAY, 1965.

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ERIC/CEF DOCUMENT NO. EF000738 DISPOSITION-CERS ?

A NEW LOOK AT SCHOOL INSURANCE PACKAGES

BY- JOHNSON, EDWIN G.
ASSOCIATION OF SCHOOL BUSINESS OFFICIALS, CHICAGO, ILLINOIS

PUBLISHED-OCT65
IN- PROCEEDINGS, ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF THE UNITED STATES AND CANADA, 51ST ANNUAL MEETING AND EDUCATIONAL EXHIBIT, MINNEAPOLIS, MINNESOTA, OCTOBER 9-14, 1965

OC7 PAGES

DESCRIPTORS- *INSURANCE PROGRAMS, FIRE PROTECTION, SCHOOL VANDALISM

CONCEPTS OF BETTER COVERAGE AND COST TOGETHER WITH THE ADVANTAGES OF DEALING WITH ONE AGENT, ONE COMPANY, ONE POLICY, AND ONE EXPIRATION DATA HAVE BEEN COMBINED INTO AN INSURANCE PACKAGE. RISKS COVERED UNDER PACKAGES RANGE FROM THE MULTI-MILLION DOLLAR UNIVERSITY TO THE SMALL RURAL SCHOOLHOUSE. INSURANCE COMPANIES HAVE FOUND THAT SCHOOL PACKAGES REPRESENT THE MOST PROFITABLE PORTION OF THEIR ENTIRE PACKAGE BUSINESS. SCHOOL OFFICIALS ARE TOLD TO--DO BUSINESS ONLY WITH REPUTABLE AGENTS, CONSIDER MORE THAN PRICE ALONE, INSIST ON PROPERTY APPRAISAL, CARRY ADEQUATE COVERAGE, REDUCE VANDALISM, AND WORK CLOSELY WITH THE AGENT. COVERAGES MAY BE EXPANDED IN THE FUTURE TO INCLUDE VEHICLES, WORKMEN'S COMPENSATION, AND LIFE, HEALTH, AND ACCIDENT INSURANCE. IT IS PREDICTED THAT THE FUTURE WILL BRING MORE INDIVIDUAL RISK RATING IN WHICH THE PAST RECORD OF EACH RISK WILL DETERMINE THE PREMIUM.

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Association of School Business Officials
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2424 West Lawrence Avenue
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ERIC/CEF DOCUMENT NO. EF000836 DISPOSITION-CERS 2

SCHOOL BOILER INSURANCE

BY- WHITE, WALTER R.
ASSOCIATION OF SCHOOL BUSINESS OFFICIALS, EVANSTON, ILLINOIS

PUBLISHED-OCT62
IN- PROCEEDINGS, ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF THE UNITED STATES AND CANADA, 48TH ANNUAL MEETING AND EDUCATIONAL EXHIBIT, DALLAS, TEXAS, OCTOBER 15-19, 1962

006 PAGES

DESCRIPTORS- *EDUCATIONAL FINANCE, *FINANCIAL POLICY , ACCIDENT PREVENTION, ACCIDENTS, CONTRACTS, FINANCIAL POLICY, FIRE PROTECTION, INSPECTION, INSURANCE PROGRAMS, MANAGEMENT, MONEY MANAGEMENT, SCHOOL ACCIDENTS

THE WRITER RECOMMENDS THAT SCHOOL DISTRICT BUSINESS MANAGERS REVIEW SCHOOL BUILDING INSURANCE PROGRAMS TO MAKE CERTAIN THAT DUPLICATION AND LOOPHOLES IN COVERAGE FOR BOILER EXPLOSIONS AND DAMAGE ARE ELIMINATED. A SCHOOL DISTRICT CAN PURCHASE A POLICY PACKAGE PROGRAM THAT WILL COORDINATE INSURANCE COVERAGE IN A COMPLEMENTARY MANNER TO COVER EFFICIENTLY AND EFFECTIVELY LIABILITY AND DISASTER HAPPENINGS. THE EXTENT OF COVERAGE SHOULD DEPEND UPON THE DISTRICT'S PHILOSOPHY AND ABILITY TO PURCHASE COMPLETE COVERAGE OR DEDUCTIBLE CATASTROPHE PROTECTION. BUSINESS MANAGERS SHOULD BE AWARE OF POLICY INSURING AGREEMENTS, CONDITIONS, INCLUSIONS, AND EXCLUSIONS. INSPECTION SCHEDULES, THE VALUE OF BOILERS, THE DEPRECIATED VALUE OF BOILERS AND THE REPLACEMENT COST OF BOILERS ARE VARIABLES THAT SHOULD BE WRITTEN INTO AND DEFINED WITHIN THE LIMITS OF BOILER INSURANCE PROGRAMS.

Availability:

Association of School Business Officials
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2424 West Lawrence Avenue
Chicago, Illinois 60625 $5.00

ERIC/CEF DOCUMENT NO. EF001084 DISPOSITION-CERS 1

FIRE INSURANCE AND WOOD SCHOOL BUILDINGS

BY- PURCELL, FRANK X.

PUBLISHED-MAR63
IN- AMERICAN SCHOOL BOARD JOURNAL, MARCH 1963

3 PAGES

DESCRIPTORS- *BUILDINGS, *COSTS, *INSURANCE PROGRAMS , *PLANNING, *SCHOOL CONSTRUCTION, SCHOOL BUILDINGS, SCHOOL PLANNING

A COMPARISON OF FIRE INSURANCE COSTS OF WOOD, MASONRY, STEEL AND CONCRETE STRUCTURES SHOWS FIRE INSURANCE PREMIUMS ON WOOD STRUCTURES TEND TO BE HIGHER THAN PREMIUMS ON MASONRY, STEEL AND CONCRETE BUILDINGS, HOWEVER, THE INITIAL COST OF THE WOOD BUILDINGS IS LOWER. DATA SHOW THAT THE SAVINGS ACHIEVED IN THE INITIAL COST OF WOOD STRUCTURES OFFSET THE ADDITIONAL FIRE INSURANCE PREMIUM COST WHEN COMPUTED OVER AN EXTENDED PERIOD OF TIME. THE PUBLIC AND INSTITUTIONAL PROPERTY PLAN WHICH OFFERS SCHOOL DISTRICTS A NUMBER OF BENEFITS, ONE OF WHICH IS A PREMIUM REDUCTION, IS CITED. COPIES OF THIS ARTICLE MAY BE OBTAINED BY WRITING THE EDITOR, WILLIAM C. BRUCE, BRUCE PUBLISHING COMPANY, 400 NORTH BROADWAY, MILWAUKEE, WISCONSIN 53211. (GM)

Availability:

Editor, American School Board Journal
Bruce Publishing Company
400 North Broadway
Milwaukee, Wisconsin 53201

ERIC/CEF DOCUMENT NO. EF002301 DISPOSITION-CERS 2

A SURVEY REPORT OF RISK MANAGEMENT FOR CHARLOTTE COUNTY, FLORIDA

FLORIDA STATE DEPARTMENT OF EDUCATION, TALLAHASSEE

31 PAGES

DESCRIPTORS- *ACCIDENT PREVENTION, *FIRE INSURANCE, *INSURANCE PROGRAMS, *RISK, *SCHOOL SAFETY, ACCIDENTS, FIRE PROTECTION, SAFETY EQUIPMENT, SCHOOL ACCIDENTS, WORKMANS COMPENSATION

ANALYSES EXISTING EXPOSURES TO HAZARDOUS CONDITIONS AND PROTECTIVE MEASURES NEEDED IN CHARLOTTE COUNTY, FLORIDA. IT IS CONCERNED WITH EXPOSURES TO LOSS AND THE METHODS EMPLOYED IN ELIMINATING, REDUCING, PROTECTING, ASSUMING OR TRANSFERRING THESE RISKS. CONCLUSIONS AND RECOMMENDATIONS ARE GIVEN IN TERMS OF RECOGNIZED STANDARDS FOR THE DEVELOPMENT AND MAINTENANCE OF A GOOD PROGRAM OF INSURANCE (RISK MANAGEMENT). (FS)////

Availability:

State Department of Public Instruction
Tallahassee, Florida 32304

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ERIC/CEF DOCUMENT NO. EF002317 ED 26819 DISPOSITION-CERS 1

A SURVEY REPORT OF RISK MANAGEMENT FOR CLAY COUNTY, FLORIDA

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE

PUBLISHED-JUN67

040 PAGES

DESCRIPTORS- *BOARDS OF EDUCATION, *INSURANCE PROGRAMS, *RISK, *SAFETY, *SCHOOL BUILDINGS, ACCIDENT PREVENTION, FIRE INSURANCE, FIRE PROTECTION, HEALTH INSURANCE

RISK MANAGEMENT ENCOMPASSES FAR MORE THAN AN INSURANCE PROGRAM ALONE. THE BASIC ELEMENTS CONSIST OF--(1) ELIMINATION OR REDUCTION OF EXPOSURE TO LOSS, (2) PROTECTION FROM EXPOSURE TO LOSS, (3) ASSUMPTION OF RISK LOSS, AND (4) TRANSFER OF RISK TO A PROFESSIONAL CARRIER. THIS SURVEY SERVES AS A MEANS OF EVALUATING THE METHODS OF APPLICATION OF THESE FOUR BASIC FACTORS AND IN PARTICULAR AS THEY APPLY TO THE CLAY COUNTY SITUATION. THE DEGREE OF EXPECTANCY OF LOSS DEPENDS UPON MANY FACTORS. SOME RISKS CAN BE ASSUMED BY THE OWNER BUT OTHERS ARE OF SUCH MAGNITUDE THAT INSURANCE MUST BE CARRIED. THESE INCLUDE SCHOOL BUILDINGS, BOILERS, AND MACHINERY. INFORMATION RELATIVE TO SAFETY OF PARTICULAR BUILDINGS IS INCLUDED ALONG WITH A COMPREHENSIVE ANALYSIS OF THE COUNTY BOARDS EXISTING INSURANCE PROGRAM. THE SURVEY ALSO INCLUDES A NUMBER OF RECOMMENDATIONS FOR ORGANIZATION OF A RISK PROGRAM, AND FOR VARIOUS TYPES OF INSURANCE POLICIES. AN APPENDIX CONTAINS AN INSURANCE GUIDE FOR SCHOOL BOARDS AS WELL AS LIST OF POLICIES FOR THE ESTABLISHMENT AND MAINTENANCE FOR A RISK MANAGEMENT PROGRAM. (NI)

Order from EDRS as: ED 26819
MF $0.25 HC $2.10

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ERIC/CEF DOCUMENT NO. EF002407 DISPOSITION-CERS 1

PLAN AHEAD FOR LOW COST INSURANCE

PUBLISHED-DEC66

002 PAGES

DESCRIPTORS- *BOARDS OF EDUCATION, *BUILDING MATERIALS, *EDUCATIONAL FINANCE, *INSURANCE PROGRAMS, EDUCATIONAL ADMINISTRATION, EDUCATIONAL PLANNING, PROGRAM COSTS

A DISCUSSION ADDRESSED TO SCHOOL BOARD MEMBERS EITHER PLANNING A NEW BUILDING OR ADDING TO AN EXISTING ONE ON HOW TO CUT INSURANCE COSTS. THE SINGLE MOST IMPORTANT FACTOR IN INSURANCE COSTS IS THE TYPE OF CONSTRUCTION. OTHER IMPORTANT COST FACTORS ARE CONSIDERED. (FPO)//

Availability:

Editor, American School Board Journal
Bruce Publishing Company
400 North Broadway
Milwaukee, Wisconsin 53201

PROPERTY ACCOUNTING

ERIC/CEF DOCUMENT NO. EF002647 DISPOSITION-CERS 2

PROPERTY ACCOUNTING BULLETIN FOR NORTH CAROLINA PUBLIC SCHOOLS. REVISED 1966

NORTH CAROLINA STATE DEPARTMENT OF PUBLIC INSTRUCTION, RALEIGH, DIVISION OF SCHOOL PLANNING

PUBLISHED- 66
IN- (REVISED 1966)

AVAILABLE FROM- NORTH CAROLINA STATE DEPARTMENT OF PUBLIC INSTRUCTION, RALEIGH, DIVISION OF SCHOOL PLANNING

040 PAGES

DESCRIPTORS- *ADMINISTRATOR GUIDES, *BUDGETING, *EDUCATIONAL ADMINISTRATION, *FACILITY INVENTORY, *PROPERTY ACCOUNTING, EQUIPMENT INVENTORY, FACILITY REQUIREMENTS, GUIDELINES, GUIDES, SPACE UTILIZATION

A GUIDE FOR LOCAL SCHOOL SYSTEMS IN NORTH CAROLINA TO USE IN PROPERTY ACCOUNTING. THE BULLETIN DESCRIBES THE NEED FOR, DEFINES AND DELINEATES THE SYSTEM AND PROCEDURES FOR PROPERTY ACCOUNTING. A FULL EXPLANATION IS GIVEN OF HOW LOCAL OFFICIALS MAY USE THE NORTH CAROLINA SYSTEM AND PROCEDURES IN CONJUNCTION WITH A HANDBOOK PUBLISHED BY THE U.S. DEPARTMENT OF HEALTH, EDUCATION AND WELFARE (PROPERTY ACCOUNTING FOR LOCAL AND STATE SCHOOL SYSTEMS). EXAMPLES OF ALL DIAGRAMS AND FORMS TO BE USED IN REPORTING PROPERTY ACCOUNTING ARE GIVEN AND FULLY EXPLAINED. (FS)

Availability:

Division of School Planning
State Department of Public Instruction
Raleigh, North Carolina 27602

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ERIC/CEF DOCUMENT NO. EF002562 ED 25139 DISPOSITION-CERS 1

PROPERTY ACCOUNTING FOR TITLE I, ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965

MONTANA STATE DEPT OF PUBLIC INSTR., HELENA

PUBLISHED-MAR66

013 PAGES

DESCRIPTORS- *EDUCATIONAL FINANCE, *FACILITY INVENTORY, *FEDERAL AID, *PROPERTY ACCOUNTING, *RECORDS (FORMS), EDUCATIONAL EQUIPMENT

THE FOLLOWING ARE COVERED--(1) RULES AND REGULATIONS CONCERNING INVENTORIES OF EQUIPMENT, RETENTION OF RECORDS, AND TITLE AND CONTROL OVER FUNDS AND PROPERTY, (2) DEFINITIONS, (3) PROCEDURES, (4) KINDS OF EQUIPMENT, AND (5) FORMS. (NI)

Order from EDRS as: ED 25139
MF $0.25 HC $0.75

ERIC/CEF DOCUMENT NO. EF002307 DISPOSITION-CERS 2

PROPOSED SYSTEM OF FISCAL PROCEDURE ACCOUNTING AND REPORTING FOR SCHOOLS OF KANSAS

KANSAS STATE DEPT. OF PUBLIC INSTRUCTION, TOPEKA

PUBLISHED- 61

038 PAGES

DESCRIPTORS- *ACCOUNTING, *EDUCATIONAL FINANCE, *FINANCIAL SERVICES, *SCHOOL ADMINISTRATION, *SCHOOL DISTRICTS, LEGAL RESPONSIBILITY, SCHOOL DISTRICT SPENDING, STATE DEPARTMENTS OF EDUCATION

A MANUAL PREPARED IN COOPERATION WITH THE STATE SUPERINTENDENT OF PUBLIC INSTRUCTION AND THE AUDITOR OF STATE, INCORPORATING RECOMMENDATIONS OF THE COMMITTEE ON UNIFORM FINANCIAL ACCOUNTING AND REPORTING FOR SCHOOLS IN KANSAS. THE GENERAL PLAN OF THE MANUAL IS TO DESCRIBE THE LEGAL DUTIES OF THE SCHOOL CLERK AND THE TREASURER AND TO EXPLAIN THE ACCOUNTING PROCEDURE TO BE FOLLOWED IN MEETING LEGAL REQUIREMENTS. ACCOUNTING FORMS AND INSTRUCTIONS FOR THEIR USE ARE PRESENTED. (FPO)

Availability:

State Department of Public Instruction
Kansas State Education Building
120 East 10th Street
Topeka, Kansas 66612

ERIC/CEF DOCUMENT NO. EF002303 DISPOSITION-CERS 2

GUIDELINES FOR SCHOOL PROPERTY ACCOUNTING IN COLORADO

BY- STIVERSON, CLARE L.
COLORADO DEPARTMENT OF EDUCATION, DENVER

PUBLISHED-AUG68

052 PAGES

DESCRIPTORS- *BIBLIOGRAPHIES, *FACILITY INVENTORY, *PROPERTY ACCOUNTING, *PROPERTY APPRAISAL, *SCHOOL ACCOUNTING, ACCOUNTING, ASSESSED VALUATION, CLASSIFICATION, EDUCATIONAL FINANCE, SUPPLIES

THIS MANUAL PROVIDES INFORMATION CONCERNING THE ACCOUNTING FOR AND RELATED PROBLEMS INVOLVING SCHOOL PROPERTY. IT IS BASICALLY A PROCEDURAL OUTLINE TO ASSIST LOCAL SCHOOL OFFICIALS IN DEVELOPMENT AND ORGANIZATION OF A MEANINGFUL SCHOOL PROPERTY ACCOUNTING SYSTEM SO THAT COMPLIANCE WITH GENERALLY ACCEPTED GOVERNMENTAL ACCOUNTING PRINCIPLES MAY BE MAINTAINED AND KEPT UNIFORM INSOFAR AS POSSIBLE. A LIST OF REFERENCES CONCERNED WITH PROPERTY ACCOUNTING IS INCLUDED.(FS)

Availability:

Office of Administrative Services
Colorado Department of Education
State Office Building
Denver, Colorado 80203 $1.00

ERIC/CEF DOCUMENT NO. EF002193 DISPOSITION-CERS 2

GUIDELINE FOR SCHOOL PROPERTY ACCOUNTING IN COLORADO, PART II - GENERAL FIXED ASSET ACCOUNTS

BY- STIVERSON, CLARE L.
COLORADO STATE DEPT. OF EDUC., DENVER

PUBLISHED-AUG67

026 PAGES

DESCRIPTORS- *BIBLIOGRAPHIES, *EDUCATIONAL FINANCE, *PROPERTY ACCOUNTING, *SCHOOL ACCOUNTING, *SCHOOL DISTRICTS, BUILDINGS, EQUIPMENT, REAL ESTATE, TAXES

THE SECOND PUBLICATION OF A SERIES OF THREE ISSUED BY THE COLORADO DEPARTMENT OF EDUCATION IS DESIGNED AS A GUIDE FOR LOCAL SCHOOL DISTRICTS IN THE DEVELOPMENT OF A PROPERTY ACCOUNTING SYSTEM. IT DEFINES AND CLASSIFIES GROUPS OF ACCOUNTS WHEREBY FINANCIAL INFORMATION, TAKEN FROM INVENTORY RECORDS, MAY BE TRANSCRIBED INTO DEBIT AND CREDIT ENTRIES FOR AUDIT PURPOSES. EXAMPLES OF SUMMARY STATEMENTS AND JOURNAL ENTRIES ARE INCLUDED ALONG WITH A BIBLIOGRAPHY OF PROPERTY ACCOUNTING SOURCES. (NI)

Availability:

Office of Administrative Services
Colorado Department of Education
State Office Building
Denver, Colorado 80203 $0.60

PURCHASING

ERIC/CEF DOCUMENT NO. EF002315 DISPOSITION-CERS 2

TESTING TO AVOID LARGE-SCALE MISTAKES IN PURCHASING

PUBLISHED- 68
IN- EDUCATIONAL EQUIPMENT AND MATERIALS N3 P19-21 1968

AVAILABLE FROM- EDUCATIONAL EQUIPMENT AND MATERIALS, BOX 1995, GRAND CENTRAL STATION, N.Y. 10017 ($2.00)

003 PAGES

DESCRIPTORS- *AUDIOVISUAL AIDS, *EDUCATIONAL FINANCE, *EQUIPMENT EVALUATION, *INSTRUCTIONAL MATERIALS CENTERS, *PURCHASING, EQUIPMENT STANDARDS, INSPECTION, INSTRUCTIONAL AIDS

IN DESCRIBING THE FUNCTIONS OF THE CENTRAL INSTRUCTIONAL MATERIALS CENTER OF THE FLINT, MICHIGAN SCHOOL SYSTEM, EMPHASIS IS PLACED UPON ITS ROLE AS TESTER OF AUDIO-VISUAL EQUIPMENT BEFORE RECOMMENDING PURCHASE BY SCHOOLS. THIS IS CITED AS BEING A VALUABLE PROCEDURE IN AVOIDING LARGE-SCALE MISTAKES IN PURCHASING. (FS)

Availability:

Educational Equipment and Materials
Box 1995 Grand Central Station
New York, New York 10017 $2.00

ERIC/CEF DOCUMENT NO. EF000487 DISPOSITION-CERS 2

ECONOMICS OF PURCHASING

BY- KASTMAN, A. R.

PUBLISHED-MAY65
IN- AMERICAN SCHOOL AND UNIVERSITY, MAY 65, PP. 109-110

004 PAGES

DESCRIPTORS- *COSTS, *EQUIPMENT, *FINANCIAL PROBLEMS, *CLASSROOM MATERIALS, EDUCATIONAL EQUIPMENT, INSTRUCTIONAL MATERIALS

THIS REPORT INCLUDES A DISCUSSION OF THE CAUSES OF DISCREPANCIES IN PRICING AND BIDDING OF SCHOOL MATERIALS. VARIATION IN PRICES ON THE SAME TYPE OF ITEM MAY BE CAUSED BY DIFFERENCES IN QUALITY, SPECIFICATIONS, PACKAGING IN BULK OR SINGLE UNITS AND SERVICES PROVIDED BY THE VENDOR. OTHER FACTORS IN COST VARIATION CAN BE ATTRIBUTED TO QUANTITY OF MATERIAL ORDERED, SIZE OF TOTAL OF ALL MATERIALS ORDERED, QUANTITY OF MATERIALS HAVING THE SAME SIZE, COLOR OR GRADE, AND THE DISTRIBUTION OF THE MATERIALS WHEN THEY ARE DELIVERED. THE REPORT ALSO DISCUSSES VENDOR RELIABILITY IN TERMS OF MAKING ADJUSTMENTS OR REPLACEMENTS WITH MINIMAL CONFUSION, KEEPING THE BUYER UP-TO-DATE ON MATERIALS AND THE MARKET, AND CARRYING COMPLETE STOCK OF MATERIALS IN A GIVEN LINE.

Availability:

Buttenheim Publishing Corporation
757 Third Avenue
New York, New York 10017

FOOD SERVICE

ERIC/CEF DOCUMENT NO. EF000750 DISPOSITION-CERS 2

AN EVALUATION OF SCHOOL FOOD SERVICE ACCOUNTING PROCEDURES

BY- PLEWES, MARGARETTA S.
ASSOCIATION OF SCHOOL BUSINESS OFFICIALS, CHICAGO, ILLINOIS

PUBLISHED-OCT65
IN- PROCEEDINGS, ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF THE UNITED STATES AND CANADA, 51ST ANNUAL MEETING AND EDUCATIONAL EXHIBIT, MINNEAPOLIS, MINNESOTA, OCTOBER 9-14, 1965

OC7 PAGES

DESCRIPTORS- *FINANCIAL POLICY, *LUNCH PROGRAMS, *SCHOOL ACCOUNTING, EDUCATIONAL FINANCE, FINANCIAL PROBLEMS, FOOD, MONEY MANAGEMENT

LACK OF UNIFORMITY IN FINANCIAL POLICIES AND ACCOUNTING PROCEDURES MAKES EVALUATION OF LUNCH PROGRAMS DIFFICULT. A SURVEY OF TWENTY-TWO SUBURBAN PHILADELPHIA SCHOOL DISTRICTS SHOWED A LACK OF UNIFORMITY WITH RESPECT TO FINANCIAL POLICIES. TABLES ARE PRESENTED SHOWING THE FINDINGS. THE FACTS INDICATE A NEED FOR FURTHER STUDY OF ACCOUNTING PROCEDURES FOR FOOD SERVICE OPERATIONS WITH RECOMMENDATIONS FOR A UNIFORM CLASSIFICATION OF INCOME AND EXPENSE.

Availability:

Association of School Business Officials
of the United States and Canada
2424 West Lawrence Avenue
Chicago, Illinois 60625

ERIC/CEF DOCUMENT NO. EF000751 DISPOSITION-CERS 2

IMPROVEMENT OF ACCOUNTING FOR SCHOOL FOOD SERVICE PROGRAMS

BY- VOGES, BERNARD H.
ASSOCIATION OF SCHOOL BUSINESS OFFICIALS, CHICAGO, ILLINOIS

PUBLISHED-OCT65
IN- PROCEEDINGS, ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF THE UNITED STATES AND CANADA, 51ST ANNUAL MEETING AND EDUCATIONAL EXHIBIT, MINNEAPOLIS, MINNESOTA, OCTOBER 9-14, 1965

004 PAGES

DESCRIPTORS- *FINANCIAL POLICY, *LUNCH PROGRAMS, *SCHOOL ACCOUNTING, EDUCATIONAL FINANCE, FINANCIAL PROBLEMS, FOOD, MONEY MANAGEMENT

UNIFORM RECORD-KEEPING SYSTEMS FOR FOOD SERVICES CAN BE ENHANCED WITH USE OF HANDBOOK II PUBLISHED BY HEW-OE. COMPARABILITY AMONG SCHOOL DISTRICTS WOULD BE ONE RESULT. CLEARLY RECORDED EXPENDITURES AND RECEIPTS WOULD BE POSSIBLE.

Availability:

Association of School Business Officials
of the United States and Canada
2424 West Lawrence Avenue
Chicago, Illinois 60625

ERIC/CEF DOCUMENT NO. EF000753 DISPOSITION-CERS 2

AN EVALUATION OF SCHOOL LUNCH FINANCES

BY- SMITH, THOMAS E.
ASSOCIATION OF SCHOOL BUSINESS OFFICIALS, CHICAGO, ILLINOIS

PUBLISHED-OCT65
IN- PROCEEDINGS, ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF THE UNITED STATES AND CANADA, 51ST ANNUAL MEETING AND EDUCATIONAL EXHIBIT, MINNEAPOLIS, MINNESOTA, OCTOBER 9-14, 1965

OC8 PAGES

DESCRIPTORS- *EDUCATIONAL FINANCE, *LUNCH PROGRAMS, *MONEY MANAGEMENT, *PROGRAM EVALUATION, *SCHOOL ACCOUNTING, EVALUATION

SCHOOL LUNCHES SHOULD BE OPERATED UPON SOUND AND BASIC PHILOSOPHY AS WELL AS UPON SOUND BUSINESS AND ADMINISTRATIVE PROCEDURES. LOCAL SCHOOL OFFICIALS MUST DETERMINE WHAT LOCAL PARENTS ARE ABLE TO PAY. SOUND FOOD MANAGEMENT WILL ENSURE MAXIMUM RETURN FROM THE DOLLARS RECEIVED FOR THE PROGRAM. MEASURES OF EFFICIENCY SHOULD BE APPLIED TO FOOD PREPARATION, EMPLOYEE TRAINING AND USE, PURCHASING, FACILITY USE, AND RECORD KEEPING. CENTRALIZED ACCOUNTING IS RECOMMENDED. IF ALL OF THESE CRITERIA HAVE BEEN MET AND LOCAL FUNDS CANNOT SUPPORT THE PROGRAM, STATE FUNDS WILL BE REQUIRED. A FINAL SOURCE, THE FEDERAL GOVERNMENT, ALSO MAY BE USED.

Availability:

Association of School Business Officials
of the United States and Canada
2424 West Lawrence Avenue
Chicago, Illinois 60625

ERIC/CEF DOCUMENT NO. EF000453 DISPOSITION-CERS 2

STEPS TOWARD GOOD FOOD SERVICE

BY- SUDDARTH, RAY

PUBLISHED-MAY66
IN- AMERICAN SCHOOL AND UNIVERSITY, MAY 66

006 PAGES

DESCRIPTORS- *COSTS, *DINING FACILITIES, *EQUIPMENT, *EQUIPMENT UTILIZATION, *FOOD, VENDING MACHINES

THIS REPORT DISCUSSES THE EFFICIENCY OF FOOD SERVICE ACHIEVED THROUGH MECHANIZATION AND IMPROVED HANDLING TECHNIQUES. KITCHENS SHOULD BE PLANNED IN TERMS OF THE NUMBER OF CHILDREN TO BE FED NOW AND IN THE FUTURE. SCHOOL KITCHENS CAN PROVIDE MEALS AT LOWER COSTS TO THE PUPIL THAN MOST VENDING MACHINES. FOOD SERVICE OPERATING COSTS CAN BECOME EXCESSIVE THROUGH OVER-STAFFING, POOR RECORD KEEPING, POOR BUYING PRACTICES AND LACK OF SKILLED LABOR, HAPHAZARD MENU PLANNING, INADEQUATE USE OF EQUIPMENT AND IMPROPER INVENTORY PLANNING. THE USE OF ELECTRIC CUTTERS, MIXERS, CONVECTION OVENS AND OTHER MECHANICAL DEVICES REDUCE COSTS. TIMING, LOCAL BUYING, AND STOCKPILING GOVERNMENT DONATED COMMODITIES ALSO AFFECT COSTS.

Availability:

Buttenheim Publishing Corporation
757 Third Avenue
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